

HUMAN RESOURCES DIVISION
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 21-22
POSTED: 02/07/2022, 12:00 p.m.
EXPIRATION: until filled
TITLE: Summer Laborer (Position Code #7042)- 16 positions
SALARY: \$13.00 per hour/ NO BENEFITS
DEPARTMENT: PUBLIC WORKS/ PUBLIC UTILITIES
DIVISION: ROADWAYS/ TREATMENT PLANTS/ FLEET/ BI PARK

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist with patching potholes
Cleaning and repairing of catch basins and sewers
Cutting weeds, grass and small bushes
Picking up litter and debris
Painting and scraping equipment
Other general maintenance responsibilities as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Ability to perform moderate to heavy manual labor.
Ability to follow simple oral instructions.
Must be at least 18 years of age.
Ability and willingness to perform labor intensive activities;
Ability to use tree maintenance tools;
Ability to work in various weather conditions.
Ability to communicate orally.
Manual dexterity and physical stamina sufficient to perform manual labor.
Performs other related duties as required.

SPECIAL REQUIREMENTS

Valid State of Illinois driver's license.

TOOLS AND EQUIPMENT USED

Generators, pumps, gauges, common hand and power tools, shovels, wrenches, calculator, and a variety of mechanical equipment and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER